

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
TREE GROUNDSMAN

1. JOB TITLE: TREE GROUNDSMAN

2. DEFINITION: The position of a Tree Groundsman is a semi-skilled full-time position. The employee will perform work required for the care, maintenance and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of City-owned property. The employee will perform other related work as required, some of which will be mechanical. The employee will work under the administrative direction of the Urban Environmental Director/City Horticulturist and the Superintendent. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety-Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, bucket trucks, chipper trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, backpack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee may occasionally be required to drive a dump truck.
- b. Work is performed outdoors within the Murfreesboro City limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, tobacco smoke, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Climbs to heights of at least fifteen (15) feet.
- b. Assists in tree maintenance and removals.
- c. Operates a bucket truck, chipper, chipper truck, stump grinder, and all types of chain saws.
- d. Loads and unloads dirt, gravel, sand, mulch, and debris.

- e. Cleans, maintains, and services equipment, and make minor equipment repairs.
- f. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- g. Make judgments related to the job and job tasks while working.
- h. Performs duties while standing, walking, bending, sitting, or climbing.
- i. Operates various hand tools including, but not limited to, pole pruner, shovel, sledge hammer, chain saw, weed eater, rakes, pitch fork, ax, maul, backpack blower, backpack sprayer, and tiller.
- j. Picks up trash on City-owned property, in maintenance buildings, in parking garages and other related areas.
- k. Must be able to perform job duties as described on Essential Functions Addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. Must possess a high school diploma or GED.
- c. Experience with a tree care/maintenance program preferred, including but not limited to: operation of stump grinder, chipper, chipper truck, bucket truck, and other tree-related equipment.
- d. Must possess or obtain within 120 days a valid Class B Commercial driver's license with air brakes certification valid for use in the State of Tennessee and be able to safely operate all departmental vehicles.
- e. Must have legal authorization to work in the United States of America.
- f. Must submit to and pass a drug/alcohol screen upon offer of employment.
- g. Must not have been convicted of, pleaded guilty to, or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- h. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- i. Must be semi-skilled in mechanics.
- j. Must be proficient in proper tree groundwork, including but not limited to: basic tree pruning and tree removal.
- k. Knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, hardscape areas, and general grounds owned by the City.

- l. Ability to quickly learn proper methods of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.
- m. Knowledge of and/or the ability to learn about plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- n. Ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information in English.
- o. Knowledge of and/or the ability to learn occupational hazards and safety precautions.
- p. Must be able to learn to identify native and introduced tree and shrub species and have a working knowledge of each species' growth characteristics.
- q. Knowledge and ability to properly prune shade, evergreen and ornamental tree species and have a working knowledge of tree wounds and compartmentalization.
- r. Knowledge and ability to tie basic knots, including but not limited to: bowline, Blake's hitch, tautline hitch, and clove hitch.
- s. Knowledge and ability to use lowering techniques, knot tying, saw maintenance and devices as related to tree work in the field.
- t. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than one hundred (100) pounds with assistance.
- u. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- v. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- w. Ability to work flexible hours with some weekend and holiday work required.
- x. Ability to perform frequent overtime work, which may involve late night or early morning hours.
- y. Ability to establish and maintain an effective working relationship with other employees and the public.
- z. Must successfully complete a proficiency test consisting of: climbing a ladder, knot tying, chain saw maintenance, the safe and proper handling and operation of chain saws, chipper and stump grinder and demonstrate proper tree groundwork abilities using a variety of equipment including but not limited to ropes, pole pruner etc.
- aa. Must be able to pass physical abilities test/post offer screen for employment as described on Essential Functions Addendum.

Non-Exempt
Safety Sensitive
July 23, 2008

ESSENTIAL FUNCTIONS ADDENDUM URBAN ENVIRONMENTAL DEPARTMENT TREE GROUNDSMAN

Employees in this area work five (5) days a week, eight (8) hours a day with a half-hour lunch break. A tree groundsman is a skilled full-time position requiring heavy manual labor in the care, maintenance, and development of street trees, park trees, irrigation systems, and grounds of city-owned property. A tree groundsman is also responsible for assisting in tree maintenance and removals using ropes, ladders and other equipment and requires the employee to be able to pull and lift his/her body weight while using these devices. Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, foul odors, machinery with moving parts, and loud noise. The employee will operate and perform light duty maintenance on vehicles, tractors, riding mowers, bucket trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. Work is characterized by the necessity for considerable physical exertion during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than eight (8) repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X
20-50#		X	
50-75#		X	
75-100#		X	
>100#	X		
<u>Push/Pull</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#			X
50-100#		X	
100-150#	X		
>150#	X		

Depending on the job duties assigned for the day, the employees may be performing lifting and pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Urban Environmental Department.

Bending/Squatting/Twisting – Required constantly when shoveling different material, and performing landscaping duties (planting, weeding, and moving logs and brush). Required occasionally to frequently when using saws, weed eaters, blowers, mowers, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, using a mulch fork, rake, tiller, and push mowers), using ropes, ladders or other equipment while cutting or maintaining trees, and pulling limbs or branches from a tree. Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in carrying a weed eater, shoveling of materials, using a chain saw, picking up debris, and removing limbs or branches from a tree. Also required occasionally lifting bags of seed, fertilizer, pressure sprayers, blowers, and limbs.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all four (4) components:

<u>Item</u>	<u>Weight</u>
Limb/branch	64#
	41#
	71#
Bags of fertilizer	80#
	50#
Bags of seed	50#
Backpack sprayer (full with 4 gallons)	60#
Backpack blower	38#
Various saws	22#
	40#
	38#
Weedeater	13#
	18#
Stump grinder	170#
Chipper	400#
(lifted by 4 people)	

Employees are able to get help with lifting heavy objects, but must be able to lift up to one hundred pounds (100#).

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, shoveling, using a mulch fork, tilling, and reaching for branches and limbs.

Manual dexterity/Gripping – Performed constantly.

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing – Required when climbing ladders up to heights of fifteen (15) feet while cutting down or maintaining trees.

Overhead activity – Performed constantly when helping to cut down or maintain trees.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, bobcat, mowers, toro workman, and a mad vac.

Tools handled:

Shovel
Sledge hammers
Stump grinders
Hammer
Wrenches
Maul
Weedeater
Ax
Chain saw
Sharpening tools

Work Conditions:

Exposed to:
Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting

Bending/Crouching

Stooping

Hand gripping

Fine motor control

Twisting

Hand/Eye coordination

Pushing/Pulling

Lifting/Carrying

Reaching

Overhead activity

Climbing

Driving

Foot control

Addendum

February 27, 2002